

California Privacy Protection Agency

Position Duty Statement

Employee's Name	
Classification Title Chief Deputy Director of Administration	Name of Agency California Privacy Protection Agency
CEA Level / Salary Range B / \$10,831 - \$12,903	Geographic Location
Position Number 411-100-7500-xxx	Effective Date of Appointment

Scope of Regulation:

The California Privacy Protection Agency (Agency) was established by voters in November 2020 when they passed Proposition 24, the California Privacy Rights Act (CPRA), which amends and extends the California Consumer Privacy Act of 2018 (CCPA). The Agency is directed by the California Privacy Protection Agency Board (Board), and is charged with protecting the fundamental privacy rights of natural persons with respect to the use of their personal information by implementing the CCPA. (*Civil Code, § 1798.199.10(a).*); *Civil Code, § 1798.199.40(c).*) The CPRA directs the Agency to engage in rulemaking, enforcement, public education, and other activities to implement and enforce the CCPA, with the goal of strengthening consumer privacy, while giving attention to the impact on business and innovation. (*Civil Code, § 1798.199.40, CPRA, § 3(C)(1).*)

Authority for Position:

The CPRA created the CPPA, vested it with “full administrative power, authority and jurisdiction, (*Civil Code, 1798.199.10(a).*), and directed it to fulfill numerous responsibilities on behalf of Californians. (*Civil Code, § 1798.199.40.*) The CPPA must now be established and operationalized. Given the wide range of responsibilities mandated for the CPPA by the CPRA, it is imperative to have a CPPA that is well-organized and runs smoothly. To accomplish that efficient operation, it is necessary to have a Chief Deputy Director of Administration to work with the CPPA’s Executive Director and the Board to develop and execute the administrative and operational functions of the new agency.

General Statement:

As the principal administrative staff of the newly-established California Privacy Protection Agency, the inaugural Chief Deputy Director of Administration (CDDA) is responsible for working with the Agency’s Executive Director to develop all of the administrative and operational policies and functions of the new agency. As an appointee of the Board, the CDDA will serve at the pleasure of the Board and perform duties as assigned by the Board and the Executive Director. On an ongoing basis, the CDDA will have primary responsibility for the Agency’s day-to-day administrative operations and activities, and is responsible for, but not limited to the following:

A. Specific Duties:

Developing and, on an on-going basis, managing the day-to-day administrative operations and activities of the Agency to ensure that the Agency’s responsibilities, goals and objectives are accomplished.

Providing policy oversight and general direction of the day-to-day administrative operations and activities of the Agency. Develops, manages, administers, and executes the Agency's administrative functions in support of the Agency's statutory responsibilities, including organizing work elements, providing staffing and staff training, and directing and executing administrative activities.

Planning, organizing, and directing the administrative functions of the Agency, including, without limitation: information technology services; human resources; staff training and development; budgeting; accounting; and business services.

Working cooperatively with the Executive Director and Agency staff to ensure that the Board's goals and objectives are accomplished in an effective, efficient, and highly ethical manner by developing and successfully implementing operational procedures. Creates and maintains all procedures to govern administrative work as necessary in line with state standards and legal requirements.

Working effectively with other state agencies and service providers to establish and successfully maintain Agency administrative operations, including; but not limited to: Governor's Office; Attorney General's Office; Business, Consumer Services and Housing Agency; Department of Consumer Affairs; the Legislature; service providers; and other interested parties when necessary and appropriate.

Directing the development of reports to be provided to the Executive Director, Board, Governor, the Legislature, and the public concerning Agency activities.

Other duties as required and necessary.

B. Supervision Received

The Chief Deputy Director of Administration reports to the Executive Director, and takes direction from the Executive Director and the Board.

C. Supervision Exercised

The Chief Deputy Director of Administration is expected to directly supervise administrative leadership of the Agency and to indirectly supervise other Agency civil service staff responsible for administrative and operational functions of the Agency. The Chief Deputy Director of Administration is expected to be delegated the authority necessary to carry out designated administrative functions.

D. Administrative Responsibility

The Chief Deputy Director of Administration is for implementing and overseeing Agency administrative functions.

E. Personal Contacts

The Chief Deputy Director of Administration has regular and continuous contact with the Executive Director and with Agency staff, and regular contact with others necessary to establish and successfully maintain Agency administrative functions, including the Board chairperson; other state agencies; state and outside service providers; and other interested parties.

F. Functional Requirements

No specific physical requirements. The incumbent may work in excess of 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Incumbent must travel occasionally, when necessary, using various means of transportation.

G. Other Information

This position requires the incumbent to take an Oath of Office prior to appointment.